

Address/Name Change Procedures

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APPLIES TO: Human Resource Payroll Entry Representatives

Employee will notify Human Resources of Address/Name change – HR Benefits needs to be notified by the employee of a Qualifying Event within the first 30 days after the event has occurred. Examples of Qualifying Events are Marriage, Divorce, Birth of a Child, Adoption of a child, Loss of Insurance.

Forms will be forwarded to employee thru the interoffice mail or put together for the employee to pick up.

Forms to be filled out to process change:

Address Change

Human Resources Notice of Change of Address

Retirement – Corrections, Public Safety and Elected Officials, ASRS (ASRS Employees are responsible for updating all personal information on line). The online link is www.azasrs.gov/Check My Account. Contact your department's assigned HR Representative about instructions on setting up an online account.

Change of Address is entered into the Oracle System after all forms have been provided by employee. A copy of the Change of Address form will be given to the Benefits Department. The Benefits Department will then update the address change with the appropriate vendor(s). A copy of the address change form and vendor enrollment forms will be placed in the employee's benefit file

Name Change

Copy of Legal Documents supporting a benefit change – (Birth Certificate, Adoption Certificate, Court Orders, Insurance Cards, Certificates of Coverage, etc).

A4 – State Tax Form

W4 – Federal Tax Form

Employee will provide Human Resources a copy of the updated signed Social Security Card and updated Driver's License if your current Job Description requires a valid license.

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After all paperwork has been received by Human Resources, the Name Change will be entered into the Oracle (OAB) System. If there is a name change only, the name change form will be copied and forwarded to the Benefits Department. In the case where there is a qualifying event (marriage, divorce, birth of a child, death, etc.), the employee should be directed to meet with a member of the Benefits Department with a copy of their paperwork to ensure that all forms and enrollment information is sufficient to meet a change in enrollment where dependents could be added or deleted. The Benefits Department will then update the name change and dependent updates with the appropriate vendor(s). A copy of the name change form and vendor enrollment forms will be placed in the employee's benefit file. In the case of a benefit change or update, the enrollment change form(s) will be taken to the HR technician in order to process the change in the OAB system. The HR technician will return the form(s) to the Benefits Department stamped "completed" and the date entered into the OAB system.. Tax Paperwork and a copy of the benefits enrollment change forms are sent to Payroll for their records.

Copy of Legal document is filed in the personnel file. HR Representative will change name on file according to documents.

I have read this policy and received a copy of it.

Signed: _____

Date: _____